



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 04/14/23	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-5157-800	
BUREAU/UNIT Human Resources		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE HR Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager I (Supervisor), the Staff Services Analyst performs a wide variety of consultative and analytical work within the Commission on Peace Officer Standards and Training (POST) Human Resources (HR) Office.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Performs position control duties including but not limited to; prepares 607s to establish, abolish, and reclassify positions and routes to the State Controller's Office and/or Department of Finance; monitors outstanding 607s; reviews Request for Personnel Action (RPA) packages to ensure correct position information is identified; updates Personnel Allocation Guide and position control binders; prepares and generates position control reports; in collaboration with the other classification and pay (C&P) analysts, updates the POST Vacancy Report and submits to the budget unit on a monthly basis; in collaboration with the budget unit, reviews and prepares the annual Schedule 8 report and reconciles established positions; creates adhoc reports for Executive Office and HR staff when requested; as the Management Information Retrieval System (MIRS) Coordinator, creates MIRS reports for Executive Office and HR staff when requested; analyzes data retrieved by manually researching personnel and payroll records to determine accuracy and validity.		
20%	Performs C&P duties including but not limited to; utilizes the Examination and Certification Online System (ECOS) to develop and advertise job opportunities, request and process employment certification lists, and send employment inquiries; prepares RPA packages and routes for approval; reviews duty statements to ensure duties align with classification specifications and are being allocated appropriately; reviews and provides suggestions on interview questions and screening criteria; works with HR support staff on interview coordination and scheduling; analyzes, approves and/or makes recommendations on proposed personnel actions for filling vacancies and reclassification of positions; reviews applications for minimum qualifications; performs basic salary and transfer determinations; performs basic salary reconstruction.		
15%	Assists the exams manager with developing and administering departmental examinations on an as needed basis; in collaboration with the exams manager, administers Statewide examinations in accordance with State Personnel Board rules, regulations, policies and procedures; assists with and performs research for job analyses for departmental examinations; interprets and applies selection policies and procedures; prepares and distributes examination forms, bulletins, and correspondence; responds to questions regarding the examination process; performs research in response to examination appeals; discusses examinations issues/concerns with HR management and makes		

	recommendations on how to resolve; reviews and scores examination applications; processes examinations, examinations scores and examination correspondence; issues scores and rejection notices to examination candidates; monitors regulatory changes impacting the examination process; updates and republishes continuous examination bulletins; participates in examination forums, meetings, and surveys.
15%	Reviews and updates POST organizational charts in Microsoft Vizio and maintains approved organizational charts in Microsoft TEAMS; reviews current and proposed organizational charts in RPA packages to ensure allocation rules and guidelines are being followed; creates current and proposed organizational charts for RPA packages, STD 625 Classification and/or Certification Action Requests, Career Executive Assignment concept papers, and other miscellaneous requests or projects; researches questions and/or proposals, evaluates problems, procedures, methods, policies, regulations, and presents recommendations for approval; prepares organizational charts for submittal to the California Department of Human Resources in December annually.
10%	Assists with C&P related projects; drafts duty statements for review and approval; performs research, prepares, and composes issue papers for review; assists with developing new and/or revised classification specifications; provides research and recommendations on C&P issues; interprets, explains, and applies civil service laws, rules and regulations; reviews and applies Memorandum of Understanding – Bargaining Unit language, POST policies and procedures, and governmental codes related to personnel related matters.
5%	NON-ESSENTIAL FUNCTIONS Acts as back up to other HR staff; performs other job-related duties within the scope of the classification.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):*

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST Headquarters in West Sacramento, CA. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and provide assistance to POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies such as paper, binders, manuals, etc.

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <ul style="list-style-type: none"><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR</i><i>I HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i><i>I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION</i><i>I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 04/14/23	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-003-5393-800	
BUREAU/UNIT Human Resources		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE HR Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I (Supervisor), the Associate Governmental Program Analyst performs the more responsible, varied, and complex work within the Commission on Peace Officer Standards and Training (POST) Human Resources (HR) Office.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
35%	ESSENTIAL FUNCTIONS Performs position control duties including but not limited to; prepares 607s to establish, abolish, and reclassify positions and routes to the State Controller's Office and/or Department of Finance; monitors outstanding 607s; reviews Request for Personnel Action (RPA) packages to ensure correct position information is identified; updates Personnel Allocation Guide and position control binders; prepares and generates position control reports; in collaboration with the other classification and pay (C&P) analysts, updates the POST Vacancy Report and submits to the budget unit on a monthly basis; in collaboration with the budget unit, reviews and prepares the annual Schedule 8 report and reconciles established positions; creates adhoc reports for Executive Office and HR staff when requested; as the Management Information Retrieval System (MIRS) Coordinator, creates MIRS reports for Executive Office and HR staff when requested; analyzes data retrieved by manually researching personnel and payroll records to determine accuracy and validity.		
20%	Independently performs C&P duties including but not limited to; utilizes the Examination and Certification Online System (ECOS) to develop and advertise job opportunities, request and process employment certification lists, and send employment inquiries; prepares RPA packages and routes for approval; reviews duty statements to ensure duties align with classification specifications and are being allocated appropriately; reviews and provides suggestions on interview questions and screening criteria; works with HR support staff on interview coordination and scheduling; analyzes, approves and/or makes recommendations on proposed personnel actions for filling vacancies and reclassification of positions; completes STD 625 Classification and/or Certification Action Requests for review and approval; reviews applications for minimum qualifications; prepares withhold notices for review and approval; performs the more difficult and complex salary and transfer determinations; performs the more difficult and complex salary reconstruction.		
15%	Independently develops and administers departmental examinations on an as needed basis; administers Statewide examinations in accordance with State Personnel Board rules, regulations, policies and procedures; conducts job analysis for departmental examinations; interprets and applies selection policies and procedures; prepares and distributes examination forms, bulletins, and correspondence; responds to questions regarding the examination process; researches and responds to examination appeals; discusses		

	examinations issues/concerns with HR management and makes recommendations on how to resolve; reviews and scores examination applications; processes examinations, examinations scores and examination correspondence; issues scores and rejection notices to examination candidates; monitors regulatory changes impacting the examination process; updates and republishes continuous examination bulletins; participates in examination forums, meetings, and surveys.
15%	Reviews and updates POST organizational charts in Microsoft Vizio and maintains approved organizational charts in Microsoft TEAMS; reviews current and proposed organizational charts in RPA packages to ensure allocation rules and guidelines are being followed; creates current and proposed organizational charts for RPA packages, STD 625 Classification and/or Certification Action Requests, Career Executive Assignment concept papers, and other miscellaneous requests or projects; provides information and alternatives to Executive Office and HR management regarding allocation matters; researches questions and/or proposals, evaluates problems, procedures, methods, policies, regulations, and presents recommendations for approval; prepares organizational charts for submittal to the California Department of Human Resources in December annually.
10%	Consults, advises, researches and makes recommendations and/or provides alternatives on C&P issues; drafts duty statements; prepares written analysis and recommendation to management for discussion on position proposals; coordinates and/or leads C&P related projects; performs desk audits; researches, prepares and composes issue papers; develops new and/or revised classification specifications; interprets, explains, and applies civil service laws, rules and regulations; reviews and applies Memorandum of Understanding – Bargaining Unit language, POST policies and procedures, and governmental codes related to personnel related matters.
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Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE